



Douglas A. Ducey
Governor

Sue Black
Executive Director

State Parks Board

R.J. Cardin, Chairman
Kay Daggett, Vice-Chairman
Mark Brnovich, Phoenix
Alan Everett, Sedona
Shawn Orme, Mayer
Orme Lewis, Jr., Phoenix
Lisa Atkins, State Land Commissioner

**MINUTES OF THE
MEETING ARIZONA
STATE PARKS BOARD
JULY 15, 2015**

A. CALL TO ORDER

The Chairman called the regular meeting of the Arizona State Parks Board to order at 10:00 a.m. on Wednesday, July 15, 2015, in the Arizona State Parks offices, located at 1300 West Washington Street, Phoenix, Arizona. Brianne Fisher was present to take the minutes.

Members Present

R.J. Cardin, Chairman; Kay Daggett, Vice-Chairman; Arizona Attorney General Mark Brnovich; Alan Everett; Orme Lewis, Jr.; Arizona State Land Commissioner Lisa Atkins.

Arizona State Parks Board Members Absent

Shawn Orme

Arizona State Parks Staff Members Present

Sue Black, Executive Director; Kent Ennis, Deputy Director; Kelly Moffitt, Deputy Director; Rene Gillespie; Shawn Schmidt; Dawn Collins; Tom Sarratt; Jeff Prince, Ken Sliwa; Mickey Rogers; Art Smith.

Arizona Attorney General's Office

Laurie Hachtel, Assistant Attorney General; Paul Katz, Assistant Attorney General

B. PLEDGE OF ALLEGIANCE

Chairman Cardin led the audience in the Pledge of Allegiance.

C. INTRODUCTIONS OF BOARD MEMBERS AND AGENCY

STAFF Vice Chair Daggett read the Board Statement.

D. CALL TO THE PUBLIC

There were no comments from the public.

E. RECOGNITION OF ACHIEVEMENT – Staff recognized Charles Eatherly,

recipient of American Academy of Parks and Recreation Administration "Legends" Award. He will be recognized in Las Vegas at the 2015 National Recreation and Park Association Annual Conference.

F. BOARD ACTION ITEMS

1. Approve Minutes of May 20, 2015, and June 24, 2015, Arizona State Parks Board Meetings.

The members briefly discussed preferred formatting for future minutes.

Motion: Vice Chair Daggett moved to approve the minutes of May 20, 2015, and June 24, 2015. Mr. Everett seconded the motion. Unanimous approval.

2. Discussion and Board Action Regarding Delegation of Powers and Duties from Parks Board to Parks Executive Director.
 - Vice Chair Daggett moved to go into executive session, Mr. Everett seconded. Unanimous approval. Executive session 10:12 – 11:13 am.
 - Vice Chair Daggett requested that the Executive Director inform the Board of all hiring, disciplinary, and termination actions, for example, as a quarterly report.
 - Vice Chair Daggett also instructs the Executive Director and staff to prepare delegation authority recommendations for consideration by the Board.

Motion: Vice Chair Daggett moved that the Arizona State Parks (ASP) Board authorize the ASP Executive Director or his/her Designee to hire, discipline, and terminate all State Parks' employees in accord with Arizona law. Mr. Lewis seconded the motion. Mr. Brnovich opposed. Motion passed.

3. Year-End 2015 Budget Review and Approval of the Arizona State Parks FY2016 Operating Budget.
 - Deputy Director Kent Ennis presented the end of FY 2015 finances and reviewed the proposed FY 2016 Operating Budget.
 - During his presentation, Deputy Director Ennis focused the Board's attention on the trend of declining cash balances caused by the lack of a dedicated capital fund.
 - Deputy Director Ennis explained that ASP has been utilizing operations money for infrastructure renewal and new capital projects because ASP does not have a capital budget.
 - Executive Director Black stated that she will be giving Governor Ducey's Office a report about the current trend and how it is contributing to significant structural problems.

Motion: Mr. Lewis moved that the ASP Board approve the recommended ASP Operating Budget of \$24,786,000 for FY 2016. Vice Chair Daggett seconded the motion. Unanimous approval.

4. Consider Approval of FY 2016 Off-Highway Vehicle Recreation Fund Budget

- Dawn Collins gave a report on the FY2016 Off-Highway Vehicle Program Budget. Ms. Collins discussed new obligations, park operations, grants, agreements, and assistance projects.
- The Board asked questions about assistance program projects.

Motion: Mr. Everett moved that the ASP Board approve the proposed FY 2016 Off-Highway Vehicle Recreation Fund Program budget, as approved by OHVAG and recommended by staff. Mr. Lewis seconded the motion. Unanimous approval.

G. DISCUSSION ITEMS

1. Granite Mountain Hotshots Memorial State Park Update.
 - Executive Director Black reported on the support for the new Granite Mountain Hotshots Memorial State Park from Chief of Prescott Wildland Division, Chief Darrell Willis; ASP Board members; and state representatives.
 - Executive Director Black explained that the Yarnell Memorial Board's Design Subcommittee has preliminarily discussed a trailhead parking lot, interpretive aspects of the park, and an overlook area. Executive Director Black noted for the ASP Board to consider the authority to approve the Design Subcommittee's future plans.
2. Update on Capital Projects Reviewed by the Joint Committee on Capital Review (JCCR).
 - Deputy Director Kelly Moffitt reported that the capital improvement projects that were approved by the ASP Board at the May meeting have been granted a favorable review by the JCCR.
 - ASP Board members asked questions regarding the projects, which are divided into new capital improvements and infrastructure renewal. Mr. Moffitt indicated that Board members will be receiving regular updates on the capital improvement plan.
3. Requests for Proposals (RFPs) and Process
 - Mr. Moffitt explained that the new RFP process now more efficient, concise, beneficial, and professionally prepared. The RFPs have been submitted to the State Procurement Office (SPO). After bids on the RFPs have been received, the offers will be reviewed. ASP invited an ASP Board member to sit on the review panel. Mr. Lewis stated his interest.
 - Members asked questions regarding the RFP process. Mr. Moffitt stated that ASP sought to refine the RFP process, treat concession operators more like partners, allow local managers more control, and emphasize the use of Arizona made products.
 - The RFPs for Lake Havasu, Fool Hollow, Slide Rock, and Kartchner Caverns will go out for bid on July 20, 2015. The Patagonia Lake RFP went out for bid on June 30, 2015. All five of the RFPs are due back by September 30, 2015.
4. Park System Operations and Development Update
 - Mr. Moffitt reported regarding ASP park operations and the primary objectives, including: (1) Annual Operating Plan; (2) Manager in Training Program; and (3)

Automated Fee Collection Device.

- Staff and members discuss the early success and usefulness of the fee collection device installed at Slide Rock.

5. Office Relocation Update

- Executive Director Black updated the Board regarding plans for the ASP office to relocate. This will provide an opportunity to refresh, innovate, and function more like a visitor center.
- Executive Director Black explained that ASP's first choice is located on Pinnacle Peak. In addition, ASP has discussed with the Arizona Game and Fish Department the potential to utilize the Game and Fish meeting room for ASP Board meetings.

6. Strategic Planning Session – History and Current Status of Strategic Plans and Future Strategic Planning

- Art Smith reported that a short-term strategic plan is necessary to tackle the FY17 budget. This was determined by analysis of previous planning documents and the current cash flow trend.
- Mr. Smith explained the three phases of the long-term strategic plan: (1) Areas for Improvement and Opportunities for System Growth; (2) Agency Core Competencies and Success Factors; and (3) Entrepreneur Model and Agency Evaluation Metrics. Vice Chair Daggett emphasized the importance of a "living" document, and Chairman Cardin expressed interest in regular updates.

H. TIME AND PLACE OF NEXT MEETING AND CALL FOR FUTURE AGENDA ITEMS

1. The next regular Arizona State Parks Board Meeting will be held on **August 19, 2015, at 10:00 a.m.**

- Executive Director Black stated that the location may be the Game and Fish meeting room. She advised that she will keep members updated.

2. Board members may wish to discuss issues of interest to Arizona State Parks and request staff to place specific items on future Board meeting agendas.

- No issues of interest requested.

I. ADJOURNMENT – 12:34 p.m.